

CCMP MEDIATOR ASSESSMENT

PRE-MEDIATION	COMMENTS	
Did mediator pre-mediate with family?	Y / N	
Did mediator pre-mediate with professionals?	Y / N	

E: Exceeds expectations, demonstrates exceptional skill & knowledge

M: Meets expectations consistently; is effective and reliable

I: Improvement needed, **Inconsistent**

N/A: No opportunity to demonstrate skill

OPENING THE PROCESS	E	M	I	N/A	COMMENTS (please explain all scores that are not "M")
Sets up room appropriately					
Facilitates introductions					
Explains the mediation process & purpose					
Provides information about the role of the mediator					
Provides information about confidentiality					
Provides information about mediation as voluntary					
Provides information about caucuses and breaks					
Checks with parties about time constraints					
Helps parties develop their own guidelines, if appropriate					
Helps parties set the agenda (to define issues and decide order of discussion)					
Clarifies parties' expectations/outcomes					

Mediator _____ Date _____ Observer _____

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DURING THE PROCESS	E	M	I	N/A	COMMENTS (please explain all scores that are not "M")
Remains calm and centered					
Remains optimistic and encouraging					
Maintains neutrality and avoids taking sides					
Keeps focus on key issues, not on personalities					
Avoids giving own views and/or advice					
Maintains control of the process					
Demonstrates patience in listening to all					
Assists others in listening patiently					
Uses open-ended questions appropriately					
Responds to non-verbal cues and communications					
Manages heightened emotions					
Keeps track of important information					
Accurately/Appropriately reframes what is said					
Accurately/Appropriately reflects what is said					

Mediator _____ Date _____ Observer _____

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DURING THE PROCESS	E	M	I	N/A	COMMENTS (please explain all scores that are not “M”)
Accurately/Appropriately summarizes what is said					
Clarifies areas of agreement and disagreement					
Creates opportunities to discuss the issues					
Assists parties to solve problems creatively					
Helps participants summarize progress and recognize accomplishments					
Makes sure discussion is clear and understood by all					
Frames group decisions clearly					
Helps parties test the do-ability of their decisions					
ENDING THE PROCESS					
Reviews areas of agreement or any written agreement with participants					
Identifies unresolved areas					
Identifies and clarifies next steps					
Distributes/collects Parent Evaluations					
Thanks everyone for participating					
Restores room to original conditions					

Mediator _____ Date _____ Observer _____

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Additional observations of Reg. Coord.:

Debriefing Questions for Mediator to Complete:

Of the mediations you have facilitated, how typical was today's mediation?

What did you do in this session that you think worked well?

In what areas do you think you could improve?

Discuss your sense of your progress and overall skills as a mediator:

Mediator _____ Date _____ Observer _____
CCMP: 7/1/2016